

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-16**

OPENING DATE: 12 Mar 14 **CLOSING DATE:** 2 Apr 14 **AGENCY:** 0701 **PIN:** 20

POSITION: EXECUTIVE ASSISTANT TO THE ADJUTANT GENERAL

STARTING SALARY: \$57,594.00

LOCATION OF POSITION: State of Mississippi, Military Department, Joint Force Headquarters, 1410 Riverside Drive, Jackson, MS 39202

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

MINIMUM QUALIFICATIONS:

1. Master's Degree from an accredited college or university.
2. Extensive background and knowledge of the military to include active duty and reserve components.
3. Possess excellent communication skills (written and verbal).
4. Specialized experience in public relations, political science, or related fields.
5. Ability to search and compile information/data and prepare documents to address unusually complicated issues.
6. Ability to comprehend written documents, identify the critical points, and respond accordingly.
7. Capable of working person-to-person and achieve desired goals.
8. Ability to work and interact with private entities, local government, state and national government.
9. In-depth knowledge of the state and federal legislative process.
10. Maintain professional working relationships with legislators, congressional delegations, and staff.
11. Work well and interact with senior staff officers.
12. Willingness to conduct limited travel inside and outside the state as required.
13. Service as a former elected or appointed government official helpful.
14. Have working knowledge and experience with the appropriation and budgeting process.
15. Have working knowledge and experience with the Military Construction (MILCON) process.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Serve as a primary advisor to TAG and Senior Leadership.
2. Serve as policy advisor to the Governor on National Guard matters.
3. Serve as the Congressional Action Contact Officer (CACO) within the state for National Guard Bureau (NGB) Legislative Liaison.
4. Serve as the TAG's personal representative as directed.
5. Serve as the primary point of contact for all legislative and congressional issues.
6. Prepare factual, written responses to congressional inquiries for TAG signature.
7. Work sensitive issues with IG, JAG, etc and maintain confidentiality.
8. Maintain professional working relationships with legislators, congressional delegations, and staff.
9. Track legislation affecting the National Guard.
10. Have working knowledge and experience with the appropriation and budgeting process.
11. Have working knowledge and experience with the Military Construction (MILCON) process.
12. Ability to successfully negotiate sensitive issues with private individuals and governmental entities.
13. Maintain an awareness and understanding of on-going world events and the potential ramifications.

AREA OF CONSIDERATION: OPEN COMPETITIVE

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SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

Military Membership is desired.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

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